

## **Cook**

**Admiral Jellicoe House Care Home**

**Portsmouth**

**Permanent P/T 30 hours per week**

**£14.31 per hour plus comprehensive benefits package**

Admiral Jellicoe House is a purpose-built 66 bed care home for veterans and spouses of the Royal Navy and Royal Marines in Portsmouth which opened in June 2022. Our residents and staff enjoy a varied yet familiar way of life to encourage independence and give each day meaning and purpose. The home has a 'family-run' feel and we have carefully created a supportive, friendly and close-knit team, making it a unique and very special place to work.

### **The Job Role**

We are looking to appoint a Cook to join our experienced kitchen team on a permanent basis. Working 30 hours a week your time will be spent providing a high standard of varied and nutritional diets to our care home residents under the supervision of the Head Cook while adhering to processes and policies within the home to maintain the highest possible standards.

The role will require flexibility for work between 0730 and 1930.

### **Key responsibilities will include but not be limited to:**

- Assist the head cook with producing duty rotas for catering staff, ensuring the skill mix reflects the requirements.
- Assist the head cook to order supplies for the catering operation from specified suppliers.
- Assist the head cook to design menu's that meet dietary needs and preferences.
- Prepare food for the coming meals under the guidance of the head cook.
- Ensure a sound knowledge of IDDSI and how to implement this into the meals being offered.
- Keep accurate records of residents who are being cared for with the IDDSI framework and ensuring that every meal meets this criterion.
- Collaborating with staff on the floors to ensure that information is up to date and preferences and changes to medical care where catering is concerned are accurate.
- Manage inventory levels of food and kitchen supplies, ordering ingredients as needed and minimizing waste to stay within budgetary restraints.
- Ensure equipment supplied is used with care, in accordance with suppliers' instructions and training.
- Ensure all equipment is in good working order and report any faults immediately. If any machine is felt to be dangerous, withdraw it from service immediately.
- Ensure that allergy information remains up to date and the food delivered reflects these.
- Lead the shift ensuring that good leadership and management techniques are employed when directing staff.
- Maintaining accurate records of menu's recipes, food orders, inventory levels, and food production activities including food safety measures.
- Demonstrating empathy and compassion towards residents, especially dietary needs or restrictions, and ensuring that their dining experience is enjoyable and dignified.



**The full job description is available on request.**

**The Person**

This role would suit someone who is naturally dependable, compassionate and trustworthy. They should be able to empathise with the needs of the residents, have patience and understanding and above all be kind and caring. They should have a passion about food and wanting to make a difference.

The person holding the position of cook should have the following qualifications, qualities and competencies:

- Level 3 in food safety and hygiene.

**What we offer**

In addition to a competitive salary, we offer a generous suite of benefits to our employees including:

- Mediacash Health Plan & Employee Assistance Program
- 6 weeks per annum pro-rata holiday
- 7% Employer Contribution Pension Scheme
- Cycle to Work Scheme
- Free on-site parking
- Eligibility for Blue Light Card

**IMPORTANT: Applicants must have the legal right to work in the UK. We are not able to offer sponsorship.**

As an Armed Forces Covenant signatory and Silver ERS accredited employer, we are committed to supporting the Armed Forces community and recognising the value that serving personnel, reservists, veterans, and military families bring to our organisation. We welcome applications from all members of the Armed Forces community and are committed to ensuring fair treatment throughout the recruitment process.

We are proud to be a Disability Confident Committed Employer. If you would like to find out more about working for The Royal Naval Benevolent Trust, please contact us at [hr@rnbt.org.uk](mailto:hr@rnbt.org.uk) or visit [www.rnbt.org.uk](http://www.rnbt.org.uk)

**Closing date for applications is 12 Noon on Wednesday 3 June 2026**

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